

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DOA	<i>[Handwritten initials]</i>	8 MAY 1981
2. ADDIT	<i>[Handwritten initials]</i>	5-5
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Clearer.
Make copy to hand to

tomorrow.
done *[Handwritten initials]*

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

TRANSMITTAL SLIP		DATE 4 / 1981	
TO: DDA			
ROOM NO.	BUILDING BX-4		
REMARKS:			
FROM: D/ODP/DDA 2-D-00 HQS.			
ROOM NO.	BUILDING		EXTENSION

STAT

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ODP 81-577

4 MAY 1981

FILE:

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Proposed Cancellation of Certain Training
Courses

REFERENCE: EXCOM 81-9008, Agenda for Executive Committee
Meeting 6 May 1981

1. After reviewing the proposals of OTE for changes in the Agency training program, I find that I feel strongly enough about two suggested cancellations to put my views forward, for what value they may have.

- a. The Leadership Seminar, usually referred to as the has brought new insights about the role of the senior manager to a large number of our SIS officers, myself included. I believe a sampling of those who have benefitted from this remarkable experience would reveal strong support for its retention, despite its cost. STAT
- b. Trends and Highlights has been used by ODP, and I presume other offices of this Directorate, to offer a broader perspective to personnel who are not likely to be afforded the opportunity to experience the Midcareer Course or the other quota courses reserved for "comers." The alternative sources of the information offered here are not available to many who attend Trends.

2. I strongly recommend reconsideration of these proposed cancellations.

Bruce T. Johnson STAT